

DEPARTMENT: NIAGARA COUNTY CLERK **FLSA Status:** **Exempt/Administrative**
CLASSIFICATION: EXEMPT/PENDING NYSCSC APPROVAL
APPROVED: JULY 21, 2016

DEPUTY COUNTY CLERK - ADMINISTRATION

DISTINGUISHING FEATURES OF THE CLASS: The incumbent serves as the office manager and confidential assistant to the County Clerk and First Deputy County Clerk providing high-level administrative support. The incumbent directly assists the County Clerk and First Deputy by performing administrative duties to include general office management, scheduling, payroll reporting, submitting expenses, filing, ordering supplies, assisting with meeting preparation and presentations, and responding to calls and correspondence. Responsibilities also include acting as liaison to other county departments, departments under the County Clerk's oversight, the media, US Department of State, and consultants and/or vendors. The incumbent collects information and analyzes data for administrative studies, budget forecasting and policy determinations as well as performing general accounting analysis regarding the various self-funded insurance plans administered by the department. This is important administrative support and liaison work involving the frequent exercise of independent judgment in planning and coordinating certain activities of the department. The incumbent works under the general direction of the County Clerk and First Deputy and provides direct supervision over subordinates assigned to him or her. The incumbent may act in the place of the County Clerk and has wide leeway for the exercise of independent judgment in carrying out duties in accordance with all local, state and federal regulations. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Serves as office manager and confidential assistant to the County Clerk and First Deputy;
2. Performs and oversees administrative office functions such as scheduling, maintaining inventory, purchasing office supplies, processing payment vouchers, preparing for meetings and presentations, filing, distributing mail, etc.;
3. Prepares the analysis of data, accounting, and the generation of reports and studies;
4. Compiles information for & completes required reports;
5. Compiles statistics, conducts special surveys, collects information & analyzes data for administrative studies, budget forecasting and policy determinations and presents findings verbally and/or in writing including developing spreadsheets;
6. Assists in the development of a strategic plan;
7. Processes financial management and assists with implementation of grants and assists in development and implementation of RFP and associated contracts;
8. Oversees staff in maintenance and preparation of payroll, personnel and attendance records;
9. Processes disbursement of over 16 million dollars annually to various state and county agencies;
10. Attends required meetings on behalf of the County Clerk and/or First Deputy;
11. Consults with the County Clerk and First Deputy to develop and independently implement office policies and procedures and also to address confidential personnel and related issues;
12. Supervises the Confidential Secretary in answering telephone, scheduling appointments, receiving callers and referring them to the proper persons, and answering requests for various information submitted to the County Clerk;
13. Serves as high level department liaison with other county departments and directors, departments under the County Clerk's oversight, vendors, statewide professional associations, and when assigned, with the media, and US Department of State;
14. Supervises all US Passport Acceptance Agents;
15. Drafts resolutions, prepares associated data for the County Clerk and Legislature, and moves them through the committee process and onto the Legislature for presentation;
16. Coordinates and conducts staff training and prepares materials for employee evaluations and progressive discipline where necessary;

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DEPUTY COUNTY CLERK – ADMINISTRATION CONTINUED

17. Prepares and responds to departmental correspondence, composes letters, memos and required documents;
18. Assists in the development of public relations material including, but not limited to: the continued development, growth and public awareness of the Thank A Vet program; assists with the oversight and continued development of the social media of all offices reporting to the County Clerk; drafting talking points and speeches; making presentations to public groups; and interacting with the media.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of Niagara County government, geography, economics, demographics, society, goals, politics, policies, and procedures; good knowledge of the principles, terminology, practices and procedures related to personnel and financial administration including accounting principles; working knowledge of general office management principles, terminology, practices, and procedures; skill in maintaining activity control records and in preparing reports including spreadsheets; ability to analyze financial data and make appropriate recommendations; ability to maintain confidential and sensitive information; ability to plan, manage and organize office and administrative functions independently; ability to handle administrative details independently, including the composition of letters and memoranda; ability to understand and follow complex oral and written instructions; ability to establish and maintain cooperative relations with the public and other governmental and private agencies; ability to operate and interact with political and social sensitivity in high-tension situations; ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed and accuracy; ability to perform close, detailed work involving considerable visual effort and strain; ability to prepare for and speak to media and public with confidence; ability to get along well with others; clerical aptitude; a high degree of accuracy, industry and dependability; trustworthiness, integrity; confidentiality; good judgment; outstanding professional leadership ability; physical condition and maturity commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **AND**

Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with a Bachelor's Degree and one (1) year of full-time paid high-level clerical or administrative experience in an office setting involving account keeping and the maintenance of computerized financial reports; **OR**

Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with an Associate's Degree and three (3) years of full-time paid high-level clerical or administrative experience in an office setting involving account keeping and the maintenance of computerized financial reports; **OR**

Five (5) years of full-time paid high-level clerical or administrative experience in an office setting involving account keeping and the maintenance of computerized financial reports.

SPECIAL REQUIREMENT:

Employees must pass a New York State notary public exam within one (1) year of permanent appointment. Employees must maintain active status as a notary as a condition of continued employment.